**Minutes of the Ordinary Meeting held at the Town Hall Burnley on Monday the 11th September at 7pm.**

Present- Mr C McEvoy (vice chairman), Mrs J Latham, Mr R Riley, PCSO Clarke, PCSO L. Tyler and the Clerk.

1.01 No introductions or welcome was necessary.

1.02 Apologies- Mrs.H.Hughes (chairman) Ms A Heyworth, Mrs B Cronshaw, Mr P Dugdale, County Cllr. A Hosker.

1.03 The Council members disclosed their personal interests.

1.04 Conflict of Interests -None.

1.05 Questions from the public (in writing in advance)-none.

1.06 Police update and crime report.

PCSO Clarke reported that there had been an attempted break in at the rear of a house in Dunnockshaw. An image of the person was obtained from the owners CCTV.

She also reported an RTC at Manchester Road, Dunnockshaw, when a vehicle had hit a wall and damaged 3 parked cars.

She had no further information on this incident, but would send a full crime report to the clerk in a week.

1.07.

a. The minutes of the last ordinary meeting held on the 17th July were passed as a correct record. Proposed by Mr C McEvoy and seconded by Mrs J Latham. Agreed by the Council.

b. The minutes of the closed meeting held on the 14th August were passed as a correct record.

Proposed by Mr R Riley and seconded by Mr C McEvoy.

c. The minutes of the re-scheduled annual meeting held on the 17th July were passed as a correct record. Proposed by Mrs J Latham and seconded by Mr C McEvoy.

1.08. Matters arising from the last meetings not on this agenda.

a. PCSO Clarke was to provide data on any traffic incidents in the Parish over the last 6 months and liaise with Mr C McEvoy. Mr C McEvoy would report back to the to the November meeting,

b. Mr C McEvoy was to redact council member’s signatures and addresses from any documentation signed by them. Agreed by the Council.

1.09. Items for, decision, discussion or information.

Urgent Matter.

a. The Clerk reported that the Parish Council Defibrillator had been inspected by a First Responder who said that it was not fit for purpose. Proposed by Mrs J Latham and seconded by Mr C McEvoy that this required urgent action and the clerk was to contact Mr P Dugdale of Moorland View and the First Responder involved.404

b. The Council’s Draft Employment Policy was agreed by the Council. Proposed by Mr C McEvoy and seconded by Mrs J Latham.

Update- Employment of New Clerk.

I. The Council agreed on the content of the LALC job advert. Proposed by Mrs J Latham and seconded by Mr C McEvoy. The clerk was to send this to LALC to advertise.

ii. The Council discussed the job advert for the post of clerk to be set out to residents in the form of a newsletter. Mr C McEvoy was to compose this and the clerk and him deliver throughout the parish.

Proposed by Mrs J Latham and seconded by Mr R Riley that this be delayed by a few weeks to see if there were any replies from the NALC advert.

iii.The Council discussed the formation of an employment panel . Proposed by Mr R Riley and seconded by Mrs J Latham that the panel meet up if or when there was a number of applicants, including any from residents. The clerk was to send out any CVs to all Councillors.

iv. Mrs J Latham had experience of employment practices and agreed to vet

any CVs the Council received.

c. Asset List.

The Clerk was doing a review of the list. Proposed by Mrs J Latham and seconded by Mr R Riley that this be presented at the November meeting. Agreed by the Council.

d. Risk Assessment.

Proposed by Mr C McEvoy and seconded by Mrs J Latham that the risk register was now up to date, regarding the purchase of a new computer and the use of Kapersky. Agreed by the Council.

e. Update on the engagement of the Internal Auditor.

Proposed by Mr R Riley and seconded by Mr C McEvoy that Mrs L Cole be retained as the Internal Auditor. Agreed by the Council.

f. Update re United Utilities.

The clerk reported that she had been in contact with Mr T Warburton (Ranger) and Mr D Fowler (Estates Manager) concern the broken down walls bordering the A682 and the signage for the Gambleside Trail. She had been informed that the repair of the walls was in this year’s budget, plus the renewal of the signs.

She had also been in touch with Mr D Fowler re the non- payment of the money to the Parish Council for the management of the opening and closing of the reservoir gates.

The clerk reported that this had now been paid about 3 weeks late on the 10th September.

Agreed by the Council, that the clerk report back to the next meeting in November to ascertain if there were programmes in place for the start of work on the walls and replacement of the signs.

g. Update re Litter Bins.

The clerk reported that the lid on the litter bin at the Clowbridge bus stop had been repaired. 405

h. Proposal to accept or modify the draft press and media policy.

Proposed by Mr R Riley and seconded by Mrs J Latham that the Council adopt the Burnley B C’s Press and Media policy. Agreed by the Council.

i. Update on Parish Council website.

Mrs J Latham reported that she had not received any further communication from Mr R Dobson, re.- the accessibility of the website. She would report back to the Council as soon as she had further information.

j. Barclay’s Bank and the Parish Council Identity.

The clerk reported that she had again received a letter from the bank as it now realised there was a difference between a charity, community group and a Parish Council regarding Identity.

The chairman (Mrs H Hughes) went to the Burnley Branch of Barclay’s bank with the required documents, which were accepted. The Clerk reported that this should be completed in 5 to 10 days and she would be informed by the bank in writing.

1.10 Financial matters.

a. The clerk presented the receipts and payments record from the 17th May to the 11th September.

This was agreed and passed as a correct record by the Council.

b. The clerk would provide figures for the period 14th September up to the next meeting in November.

Agreed by the Council.

c. Clerk’s salary and expenses.

Salary-£200.00.

Expenses

Cash for services rendered£20.00

Kapersky £15.00

IONOS (web provider) £23.98

Total £258.98

Payment authorised by the Council.

Date of next meeting to be provisionally booked for the 20th November by the clerk .

Signed Chairman 406